

FILE AND TAPE REVIEW INSTRUCTIONS

Requests can be made in person, in writing or by e-mail to review a file and tapes as long as the following requirements are met:

- a) you are the respondent,
- b) you are the attorney/representative for the respondent with an EOIR-28 on file; or
- c) you have the written permission of the respondent to review the record.

If you would like to set up an appointment to review a file or schedule a date to listen to tape(s) you may send your request to our e-mail box at bal.ropreview@usdoj.gov. Appointments for file and tape reviews are scheduled at 9:00 a.m. and 12 Noon each business day.

Your e-mail should contain the requestor's name and telephone number, file number, type of request, and preferred date and time when you will be available to review the file or tape. E-mail requests missing any of this information cannot be filled. Attorneys may send someone on their behalf, but the representative should have an authorization letter in hand, signed by the attorney of record. The letter will be kept by the Court and made part of the record of proceeding. Respondents should bring a picture identification which will be verified by Court staff upon request to review the file or tapes.

Court staff will strive to reply to your e-mail request within two business days. Once a date and time has been scheduled, we ask that you promptly arrive at your scheduled appointment. Any person arriving more than 15 minutes late will need to reschedule their appointment, exceptions will be made on a case by case basis based on staff resources and availability. Files and tapes are not available for review the day of the hearing.

Same day requests to review tapes or files will be handled on an individual basis based on staff resources and space availability in the tape/file review area. Therefore, we ask that you utilize the e-mail box for your requests to help minimize any conflicts.

To help expedite your request, please bring in your completed [File Review Form](#) to the reception window when you arrive for your appointment. This form must be filled out for requests to review a file or listen to tapes.